

Employee Name:

**DUTY STATEMENT
DEPARTMENT OF STATE HOSPITALS - NAPA**

JOB CLASSIFICATION: STAFF SERVICES ANALYST (GENERAL) (CLASSIFICATION AND PAY)
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1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES

Participates in analytical studies of organization, procedures, budgetary requirements, personnel management; gathers, tabulates, and analyzes data; draws organization, workload, and other charts.

50% Performs classification studies and position allocation. Analyzes and classifies positions; reviews Requests for Personnel Action (RPA) for conformity with laws, rules, and regulations, classification or pay standards, or good personnel practices; prepares Classification and/or Certification Action Request (Form 625) packages and ensures necessary approvals are in place. Works closely with Program Directors and Department Heads in revising and/or creating duty statements, clinical reviews, and organization charts; and, ensures language and/or reporting structures are consistent with class specifications and allocation guides.

25% Assists other analysts in the coordination of hiring issues with the staff and managers within the hospital, including the processing of assigned RPAs, and scheduling interviews. Reviews and analyzes applications to verify that the minimum qualifications are met in determining eligibility to participate in selection interviews. Maintains certifications from the State Personnel Board for new appointments and promotions.

10% Researches specific areas of public personnel management and prepares reports, manuals, and correspondence, and participates in presentation of such matters before the Executive Policy Team, the Department of State Hospitals – Sacramento, or other official body.

Interprets and explains civil service laws, rules, and procedures to employees, Supervisors, and Managers, as requested.

10% Works closely with Supervisors and/or Managers in the review, processing, and monitoring of Out-of-Class (OOC) Assignments to ensure that OOC provisions of the appropriate Memorandum of Understanding (MOU) are met, and appropriate approvals are in place.

5% Gathers and evaluates pay data; and, participates in classification and

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pay surveys and/or audits. Reviews and processes Hiring Above Minimum (HAM) requests to ensure established standards are met and appropriate approvals are secured. Performs other related duties and special projects as assigned.

0% **SITE SPECIFIC DUTIES**
None.

0% **TECHNICAL PROFICIENCY**
None.

2. SUPERVISION RECEIVED

The Staff Services Analyst (General) functions under the supervision of the Staff Services Manager I (Supervisor) (Exam and Hiring Manager).

3. SUPERVISION EXERCISED

The Staff Services Analyst (General) does not exercise supervision.

4. KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Principles, practices, and trends of public and business administration, management and supportive staff services such as budgeting, personnel, and management analysis; and, governmental functions and organization.

ABILITY TO:

Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; and, gain and maintain the confidence and cooperation of those contacted during the course of work.

5. REQUIRED COMPETENCIES

SAFETY

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safe or security hazards, including infection control.

CULTURAL AWARENESS

Demonstrates awareness to multicultural issues in the workplace, which enable the employee to work effectively.

SITE SPECIFIC COMPETENCIES

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None.

TECHNICAL PROFICIENCY (SITE SPECIFIC)

None.

6. LICENSE OR CERTIFICATION – NOT APPLICABLE

7. TRAINING - Training Category = **D**

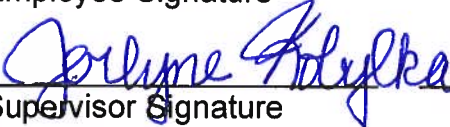

The employee is required to keep current with the completion of all required training.

8. WORKING CONDITIONS

EMPLOYEE IS REQUIRED TO:

- Report to work on time and follow procedures for reporting absences;
- Maintain a professional appearance;
- Appropriately maintain cooperative, professional, and effective interactions with employees, patients, and the public; and,
- Comply with hospital policies and procedures.

The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

_____ Employee Signature	_____ Print Name	_____ Date
		
_____ Supervisor Signature	_____ Print Name	_____ Date
_____ Reviewing Supervisor Signature	_____ Print Name	_____ Date